

Glenbrook Principals

To: Dr. Mike Riggle

From: Paul Pryma & Brian K. Wegley

Re: Summer School Geology Trip

Date: February 2, 2010

Attached is a travel request for the Glenbrook Summer School Trip to South Dakota, which is part of the Geology Field Study 162 course open to all D225 students. This trip will occur from July 15, 2010 through July 25, 2010 if the course receives sufficient registration. This trip has been successful over the past two years and complements engaging classroom experiences.

In accordance with Board Policy 7230 (attached), the teaching team of Suzanne Webb and Jim Glynn are requesting approval. Because this is a summer school course, the entire cost of the course is covered by students.

We support this trip and believe that it provides an outstanding and unique learning opportunity for our students.

Please let us know if you need anything further.

SCIENCE DEPARTMENT
Glenbrook South High School

To: Brian Wegley
Cameron Muir

From: Jeff Rylander
Suzanne Webb
Jim Glynn

Date: January 22, 2010

Re: Board Approval of Geology Field Study 162 Trip to South Dakota

Attached is the "Travel Request Requiring Board of Education Approval" form prepared by Suzanne Webb and Jim Glynn for the trip portion of the Geology Field Study 162 summer school course. This course will be held during the second summer school session 2010. The 11 day trip (July 15-25, 2010) to the Black Hills in South Dakota serves as the field component to this geology field study course. Along with the five day summer school classroom preparatory experience (July 8-14), the field experience will provide students with a rich understanding of what it means to be a geologist by *doing* science. The cost to students for this course and trip will be \$750 + meals. This cost will include sight-seeing/state park admission fees, lodging, transportation, and tuition for the 0.5 science elective course.

Additional forms not attached to this memo but to be supplied to student participants and parents prior to the trip will include

- o General Itinerary for Black Hills Trip
- o Parent Permission Slip
- o A list of hospitals surrounding the Black Hills area
- o Trip Expectations/Rules
- o Medical Consent and Release Form
- o General Release Form
- o Student Emergency Information Cards

These forms are available upon request. A parent meeting planned prior to the class will be held at GBS to discuss expectation, to share information about the class and the trip, and to collect the necessary paperwork. The classroom portion of this course will be held at GBS this summer.

Thank you for your support and for sharing this request with the Board of Education on our behalf.

GLENBROOK HIGH SCHOOLS
Travel Requests Requiring Board of Education Approval

I. School GBN_X GBS_X GBE GBOC District

II. Initiator Suzanne Webb and Jim Glynn
 Phone 486-4619
 Position Science Department Date of Submission 01/22/10

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person None
 Departure Date/Time: Saturday 7/15/10/ 6 am Return Date/Time: Monday 7/25/10/ 5pm

IV. Name of Individuals Participating in Tour

Teachers Suzanne Webb- Glenbrook South Science Department
 Jim Glynn – Glenbrook South Science Department
 Students – GBS and GBN Students

Total Participants: 2 teachers and 13 students.

V. Descriptions, Destination, and Reason for Trip

The trip portion of the summer school offering "Geology Field Study 162" (see attached for description of course). Black Hills of South Dakota and surrounding geological locations is the destination in order to complete field work related to geology.

VI. Cost of Trip

Was this trip included in you Dept. Bldg. District Budget?
 This summer school course is self supporting through tuition paid by students. Each student will pay \$750.

	Total Amount	Per Person
Lodging(tents)	<u>\$300</u>	<u>\$20</u>
Meals	<u>N/A</u>	<u>student's responsibility</u>
Transportation-Bus	<u>\$2249</u>	<u>\$173.00</u>
Tuition/Fees/Materials	<u>\$7201</u>	<u>\$557</u>
District Total	<u>\$0</u>	<u>N/A</u>
Cost to Student	<u>\$9750</u>	<u>\$750 + meals</u>

VII. Approval

J. Webb
 Supervisor
1/22/10
 Date

Jim K. Kelly
 Principal
2/1/2010
 Date

 Superintendent

 Date

Glenbrook High School District #225

BOARD POLICY: STUDENT TRIPS

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Section A - Introduction

The Board of Education believes that structured learning should not be limited to the classroom. Valuable experiences for Glenbrook students exist within and outside the boundaries of District #225. The Board also realizes that additional responsibilities arise whenever students are taken from the school premises. Staff, parents, and students should be aware of these responsibilities and the necessity for reasonable administrative procedures. The physical welfare of our students and staff must always be paramount in our considerations. It shall be the policy of this Board of Education to maintain insurance for the liability of the district, its board members, its employees, and authorized volunteers as a result of student injury, property loss and general liability coverage on student trips. It shall also be the Board's policy to encourage the maintenance of adequate personal automobile liability and medical insurance by our staff members.

Section B - Definition of Student Trips

A student trip shall be considered to be a school-sponsored activity away from the school premises usually falling within two major areas.

1. **Instructional Field Trips and Extended Classroom:**

Instructional field trips provide experiences out of the classroom that are normally carried on during regular class hours and are related to the planned curriculum. In some instances pre- and post-school hours may be utilized.

- a. A field trip implements and/or augments group classroom instruction. Transportation for field trips is restricted by The School Code to Illinois or adjacent states.
- b. An "extended classroom" allows individual students to pursue their studies in various work-related, volunteer, or observation activities outside the classroom.

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2. Student Activity Trips:

Student activity trips are connected with regularly sponsored in school or post-school programs and may include but not be limited to the following:

- a. An activity trip as part of an extracurricular activity
- b. A contest (or practice for a contest) between students representing Glenbrook and another secondary school, or between participants in intramural sports (contestants, cheerleaders, marching band, etc.)
- c. A performance or exhibition displaying special talent by an individual or group of students (e.g., band, chorus, etc.)
- d. A convention or workshop in which an individual or group of students representing Glenbrook participate (e.g., student council convention or workshop)

Section C – General Parameters

1. All student trips must be approved by and will be subject to the procedures set forth by the school principal or the designated representative.
2. Recommendation of the principal and approval of the superintendent shall be required for all overnight student trips. Recommendation of the principal and the superintendent and approval of the Board shall be required for all student trips conducted outside the State of Illinois or adjacent states.
3. Funding for student trips shall be in accordance with the guidelines adopted by the Board.
4. No student shall be penalized for non-participation in a class field trip. No student shall be penalized for participation in a class field trip or student activity trip.
5. Reasonable administrative care should be taken to ensure safety and orderly behavior on all student trips. Staff members shall accompany all field trips except “extended classroom” trips.
6. All Board and school policies, procedures and regulations regarding student conduct apply for students on student trips.

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7. Transportation on all student trips should be by district-owned vehicles or by commercial vehicles, whenever practical. Occasionally, because of a limited number of participating students, private transportation is permissible when approved by the principal or the designated representative. In these instances, travel may be by private automobile, if the driver is a Glenbrook staff member, parent, or student.
8. Students participating in student trips must travel to and from the trip's destination in the school-sponsored mode of transportation unless an exception for good cause is made by the trip's sponsor for the student to be transported by the student, his/her parent or guardian.
9. The Parental Permission Slip and Field Trip Request Application, as specified in the procedures to this policy, shall be used in complying with this policy.

Source: School Code; Section 10-20.19
10-22.22,
10-22.29b
29-3.1

Revised: February 6, 1978
Revised: September 10, 1984
Revised: October 28, 1996
Revised: May 29, 2001
Revised: July 10, 2006